



2000 Forest Ridge Drive, Bedford Texas 76021
www.bedfordtx.gov (817) 952-2179

Open: November 30, 2015
Close: When Filled

JOB POSTING
Staffing & Development Coordinator
Full Time
Monthly Salary: \$3,730

JOB SUMMARY:

Responsible for all aspects of the employment process to include interviewing, testing and referring applicants to the various departments within the City of Bedford for various job openings, and for coordinating the employee training and development programs.

MINIMUM QUALIFICATIONS:

- An Bachelor's degree in related field from a four year college of university and a minimum of two years of experience in a human resources recruiting or development capacity; or equivalent combination of education and experience.
- Advanced oral and written communication skills.
- Advanced knowledge and skill in the use of Microsoft Excel and Word.
- A valid Texas Driver's License.
- Knowledge of New World Systems software and AS400 HRIS system a plus.

SKILLS AND EXPERIENCE:

- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to read, analyze and interpret financial reports.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to develop and maintain effective working relationships with other employees, vendors, outside agencies and the public.
- Must have the ability to multi-task and prioritize work assignments in a demanding environment.

TO APPLY:

Applications available online on City of Bedford web site (www.bedfordtx.gov) or at City Hall, 2000 Forest Ridge Drive, Building B, Bedford, TX 76021.

The City of Bedford is an Equal Opportunity/ Affirmative Action Employer